



## EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS  
City of Minneapolis Human Resources Department  
250 South 4th Street, Room #100  
Minneapolis, MN 55415  
(612) 673-2282  
<http://www.minneapolismn.gov/jobs>

*Employment Opportunities as of Monday, April 11, 2016*

| Job #      | Job Title                        | Job Type  | Salary                   | Issue Date | Filing Date |
|------------|----------------------------------|-----------|--------------------------|------------|-------------|
| 2016-00092 | Animal Care Technician-Part Time | Part-time | \$17.19 - \$22.43 hourly | 03/31/16   | 04/13/16    |

**Department:**

REGULATORY SERVICES

**Position Description:**

Provide intake exams, cleaning, care, and feeding for animals at the animal shelter. Note conditions of impounded animals and bring them to the attention of the veterinarian services when appropriate, and assist in customer service and public relations.

**Working hours/Shift work:**

Minneapolis Animal Care & Control (MACC) is a 24 hour/7 days a week operation. **Employees should expect that they would work a high percentage of evenings, weekends AND holidays.**

Eligible list will expire 3 months after being established.

AMENDED JOB DUTIES.

|            |  |           |                                     |          |          |
|------------|--|-----------|-------------------------------------|----------|----------|
| 2016-00141 | Assistant City Attorney I - Criminal Division, Temporary | Full-time | \$71,192.00 - \$103,398.00 annually | 04/05/16 | 04/19/16 |
|------------|--|-----------|-------------------------------------|----------|----------|

**Department:**

ATTORNEY

**Position Description:**

**\*These are temporary positions with an expected duration of 7 to 19 months.** Under general supervision of a Supervising Criminal Attorney, the Assistant City Attorney I permit position performs professional legal work of ordinary difficulty and complexity. An Assistant City Attorney I permit position prepares and tries petty misdemeanor, misdemeanor, and gross misdemeanor cases. There currently are two (2) full-time, temporary permit vacancies to be filled in the Criminal Division of the City Attorney's Office.

**APPLICATION PROCESS:**

ALL applicants **MUST** submit a completed:

- City of Minneapolis online application through TeamMinneapolis.
- Cover letter and resume.
- Writing Sample listed under "Required Qualifications".
- Screening questions listed in the online application must be answered.

|            |  |           |                                    |                   |
|------------|--|-----------|------------------------------------|-------------------|
| 2016-00089 | Associate<br>Transportation<br>Planner | Full-time | \$51,545.00 - \$71,337.00 annually | 04/05/16 04/24/16 |
|------------|--|-----------|------------------------------------|-------------------|

**Department:**

Public Works

**Position Description:**

Perform Professional bicycle, pedestrian, and transportation planning work requiring analytical and communication skills, in planning processes of moderate difficulty involving community, strategic, and systemic transportation issues, and serve as resource to interested parties for a variety of bicycle, pedestrian, and transportation services.

**The City of Minneapolis is seeking highly motivated, flexible, and creative thinkers to fill two Associate Transportation Planner positions in the Public Works Department. One of the positions is housed in the Transportation Planning and Programming Division and will report to the Bicycle and Pedestrian Coordinator. The other position is housed in Traffic and Parking Services and will report to the Senior Professional Engineer.**

|            |                              |           |              |                   |
|------------|------------------------------|-----------|--------------|-------------------|
| 2016-00074 | Community Service<br>Officer | Part-time | \$16.27/Hour | 03/28/16 04/15/16 |
|------------|------------------------------|-----------|--------------|-------------------|

**Department:**

Police Department

**Position Description:**

**\*Supplemental documents will not be accepted by email, fax or in person.**

**\*All documents must be uploaded and submitted with your on-line application.**

A Community Service Officer (CSO) works approximately 20-30 hours per week in the Minneapolis Police Department up to three years while enrolled as a student in an approved, two-year law enforcement program and/or working toward completion of MN Peace Officers Standards and Training (POST) licensing requirements. CSO's assist the police department and community by promoting intercommunication, understanding and cooperation between department personnel and the diverse communities of the City of Minneapolis. The CSO is a civilian position which has the possibility of promotion to a full time Police Officer position.

NOTE: This exam is being offered to establish a list to fill vacancies as they may occur.

**INFORMATION SESSION (optional):**

The Minneapolis Police Department has prepared a detailed information session which you are highly encouraged to attend. Attendance is optional for all applicants or potential applicants. Registration is NOT required. We will highlight and discuss the following:

- Application process and educational requirements
- Fitness Exam details
- Background Investigation information
- Oral Exam expectations
- Medical, psychological, and drug & alcohol testing
- CSO Academy and Education Program

Tuesday, March 29 from 6pm-8pm

Tuesday, April 12 from 6pm-8pm.

Location: Special Operation Center (SOC) 4119 DuPont Ave No, MN 55412.

Parking: Street parking is available or parking in the Church parking lot.

**ELIGIBLE LIST WILL EXPIRE SIX MONTHS FROM THE DATE OF CERTIFICATION.**

|            |                               |           |                          |                   |
|------------|-------------------------------|-----------|--------------------------|-------------------|
| 2016-00137 | Council Committee Coordinator | Full-time | \$21.91 - \$30.53 hourly | 04/11/16 04/24/16 |
|------------|-------------------------------|-----------|--------------------------|-------------------|

**Department:**

CITY CLERK

**Position Description:**

Provide specialized administrative services of considerable complexity for one or more of the Committees of the City Council or the Charter Commission.

Eligible list will expire two months after being established.

|            |                                  |              |                          |                     |
|------------|----------------------------------|--------------|--------------------------|---------------------|
| 2016-00062 | Custodian, Property Services (T) | Intermittent | \$13.84 - \$16.76 hourly | 02/11/16 Continuous |
|------------|----------------------------------|--------------|--------------------------|---------------------|

**Department:**

Finance & Property Services

**Position Description:**

**This job opportunity does not guarantee full-time permanent City employment or benefits.**

**NATURE OF WORK**

The Custodial Services Team is responsible for maintaining a safe, clean and healthy environment at the locations we are assigned to clean as well as upkeep of the exterior grounds and safety related issues (some minor snow and ice removal in winter months) as assigned.

\*\*\*This posting has been amended to extend the application period. The initial review of applications will take place after Friday, March 11, 2016. However, the posting will remain open until further notice.\*\*\*

|            |   |           |                                     |                   |
|------------|---|-----------|-------------------------------------|-------------------|
| 2016-00146 | Deputy Director, Neighborhood & Community Relations (Appointed) | Full-time | \$93,294.00 - \$110,594.00 annually | 04/11/16 04/22/16 |
|------------|---|-----------|-------------------------------------|-------------------|

**Department:**

Neighborhood and Community Rel

**Position Description:**

**\*This position is appointed.** Manage a team of staff (currently 12 FTE) that facilitates equitable access and meaningful engagement with the City's residents, neighborhood organizations and cultural communities. The team works to provide opportunity for equal access and input by addressing and removing barriers to participation and meaningful engagement in problem solving and decision making on matters of importance in the communities and the City as a whole.

|            |  |           |                          |                     |
|------------|--|-----------|--------------------------|---------------------|
| 2016-00068 | Elections Support Specialist I - Absentee Voting | Full-time | \$17.19 - \$18.46 hourly | 02/23/16 Continuous |
|------------|--|-----------|--------------------------|---------------------|

**Department:**

CITY CLERK

**Position Description:**

Assist with various Election activities: customer service, assist voters, process absentee ballots, answer phones, provide election information to the public, prepare election materials, and general clerical duties as needed.

Elections will be hiring Seasonal Election Support Specialists through September. These are temporary positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

|            |   |           |                          |                     |
|------------|---|-----------|--------------------------|---------------------|
| 2016-00073 | Elections Support Specialist II - Absentee Voting | Full-time | \$17.71 - \$19.52 hourly | 02/23/16 Continuous |
|------------|---|-----------|--------------------------|---------------------|

**Department:**  
CITY CLERK

**Position Description:**

Act as a lead and perform a wide variety of duties and activities related to the administration of elections, processing and analyzing voter data and absentee voting documents, maintain and update information in Election Management System (EMS) and Statewide Voter Registration System (SVRS), recruit and assign election judges, and perform other election-related duties as assigned.

Elections will be hiring Seasonal Election Support Specialists through September. These are full-time positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

|            |                                |           |                                     |                   |
|------------|--------------------------------|-----------|-------------------------------------|-------------------|
| 2016-00145 | Manager of Residential Finance | Full-time | \$80,156.00 - \$103,098.00 annually | 04/11/16 05/01/16 |
|------------|--------------------------------|-----------|-------------------------------------|-------------------|

**Department:**  
CPED

**Position Description:**

This position will manage the Single Family or the Multi-Family Housing Development Division of the Community Planning and Economic Development (CPED) Department.

THE ELIGIBLE LIST WILL EXPIRE FOUR (4) MONTHS AFTER IT IS ESTABLISHED.

|            |                              |           |                          |                   |
|------------|------------------------------|-----------|--------------------------|-------------------|
| 2016-00136 | Police Support Technician II | Full-time | \$18.91 - \$26.42 hourly | 03/31/16 04/11/16 |
|------------|------------------------------|-----------|--------------------------|-------------------|

**Department:**  
Police Department

**Position Description:**

Responsible for Para-professional work in supporting the Minneapolis Police Department personnel by performing duties via computer databases and/or maintaining complex data base systems. To include processing a wide-variety of managed data and technical typed requests within the Minneapolis Police Records Information Unit.

The established list of qualified candidates may be used to fill additional vacancies in other divisions of the Police Department.

The eligible list will expire six (6) months after date of certification.

|            |                 |           |                          |                   |
|------------|-----------------|-----------|--------------------------|-------------------|
| 2016-00114 | Program Aide II | Full-time | \$20.17 - \$27.38 hourly | 03/21/16 05/06/16 |
|------------|-----------------|-----------|--------------------------|-------------------|

**Department:**  
CITY CLERK

**Position Description:**

Assist with the planning, development, implementation and supervision of task assignments for staff of various departmental programs and special community improvement programs.

These are temporary positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16 and will require some weekends and evenings.

|            |   |           |                                    |                   |
|------------|---|-----------|------------------------------------|-------------------|
| 2015-00396 | Senior Applications Analyst - PeopleSoft Financials Developer | Full-time | \$68,730.00 - \$94,594.00 annually | 02/16/16 04/16/16 |
|------------|---|-----------|------------------------------------|-------------------|

**Department:**

INFORMATION TECHNOLOGY

**Position Description:**

Salary note: This position is subject to a market adjustment over and above the salary listed above. A market adjustment of up to \$25,000 may be considered depending on qualifications.

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments.

The eligible list will expire one month after being established.

|            |              |           |                          |                   |
|------------|--------------|-----------|--------------------------|-------------------|
| 2016-00125 | Stock Worker | Full-time | \$17.76 - \$25.07 hourly | 04/11/16 04/22/16 |
|------------|--------------|-----------|--------------------------|-------------------|

**Department:**

Finance & Property Services

**Position Description:**

Assist with the ordering, receipt, storage and distribution of supplies, materials and equipment, including the maintenance of related records.

The eligible list will expire six (6) months after it is established.

|            |                                    |           |                                    |                   |
|------------|------------------------------------|-----------|------------------------------------|-------------------|
| 2016-00113 | Sustainability Program Coordinator | Full-time | \$64,249.00 - \$88,157.00 annually | 03/24/16 04/14/16 |
|------------|------------------------------------|-----------|------------------------------------|-------------------|

**Department:**

CITY COORDINATOR

**Position Description:**

The City of Minneapolis is committed to citywide economic opportunity, social equality, and environmental health. As a Sustainability Program Coordinator, you will work closely with City staff, elected officials, and the community in developing, implementing, and monitoring the City's sustainability efforts, especially focused on energy and climate change mitigation.

The eligible list for this position will expire three (3) months after it is established.

|            |                           |           |                                    |                   |
|------------|---------------------------|-----------|------------------------------------|-------------------|
| 2016-00105 | Systems Technical Analyst | Full-time | \$64,356.00 - \$88,561.00 annually | 03/24/16 04/16/16 |
|------------|---------------------------|-----------|------------------------------------|-------------------|

**Department:**

Public Works

**Position Description:**

Provide operational data that supports the needs of the department. Assess business practices and technology products. Perform technical application support, maintenance, and development services for departmental systems such as Maximo, SharePoint, Granite XP, operational data systems and SCADA.

**The Public Works department currently has two positions available. The positions are located in Water Treatment & Distribution and Surface Water & Sewer Divisions.**

The eligible list will expire two (2) months after being established.

|            |                                       |           |                                    |                   |
|------------|---------------------------------------|-----------|------------------------------------|-------------------|
| 2016-00098 | Youth Development Coordinator (Senior | Full-time | \$59,804.00 - \$82,608.00 annually | 04/05/16 04/18/16 |
|------------|---------------------------------------|-----------|------------------------------------|-------------------|

Public Health  
Specialist-Youth  
Development)

**Department:**

MINNEAPOLIS HEALTH DEPARTMENT

**Position Description:**

The Senior Public Health Specialist for Youth Development provides planning, education and technical support for Minneapolis Health Department (MHD) activities, programs and initiatives focused on youth and young adults. This position is responsible for: policy development; initiative planning; program implementation and evaluation; budget and financial management of identified projects; and selected grant and contract development and management. The Youth Development Coordinator will work with staff across the Health Department, the city, jurisdictional partners, and the Youth Coordinating Board.

This position requires an understanding of causes and solutions to youth social and health inequities, with expertise in advancing policy, programs, and practices using healthy youth development, social justice, and equity lenses.

This list created from this exam will expire six (6) months after being established.

**Promotional  
Opportunities**

| Job #      | Job Title                                   | Job Type  | Salary                   | Issue Date | Filing Date |
|------------|---|-----------|--------------------------|------------|-------------|
| 2016-00138 | PW Service Worker II Apprenticeship Program | Full-time | \$25.97 - \$28.87 hourly | 04/11/16   | 05/01/16    |

**Department:**

PW - FLEET SERVICES

**Position Description:**

**This position is restricted to employees within the Public Works Department.**

The Fleet Services Division of the Public Works Department is accepting applications for the full-time Public Works Service Worker II apprenticeship program. Upon successful completion of the 4,000-hour full-time apprenticeship program and passing an evaluation of their skills, candidates will be promoted to a vacant Public Works Service Worker II position. There are currently two apprentice vacancies to be filled.

NOTE: Candidates are expected to commit to completing the 4,000 hours.

**The computer lab located in the Public Service Center Building, 250 South 4th Street, Room 13B, will be available on Tuesday, April 19, 2016 from 7:30 am to 9:30 am for those needing access to a computer or assistance to complete the online application.**

**Eligible list will expire upon hire**

|            |                                  |           |                          |          |          |
|------------|----------------------------------|-----------|--------------------------|----------|----------|
| 2016-00112 | Program Assistant - Public Works | Full-time | \$22.20 - \$30.98 hourly | 04/04/16 | 04/17/16 |
|------------|----------------------------------|-----------|--------------------------|----------|----------|

**Department:**

PW - WATER TREATMENT & DISTR.

**Position Description:**

**This position is restricted to employees within the Public Works Department.**

In a non-supervisory capacity participate in clerical, technical, and administrative work for the Water Treatment and Distribution Services Division, relieving executives and professional staff of routine work, provide support and oversight of specific programs including training and records management, and support activities ensuring efficient operation.

**Eligible list will expire one (1) month after being established**

